

~~SECRET~~

7

Director of Personnel

6 JUN 1957

Comptroller

Proposed Adjustments to the Monthly Personnel
Statistical Report

1. In connection with the construction of a permanent Headquarters Building, considerable additional attention is being given to numbers of personnel at Headquarters. In the present MPER, certain Headquarters personnel are included under a special section of the report for Project Personnel. It is requested that consideration be given to the discontinuation of this special classification and that all Project Personnel be distributed into the geographic section of the report, namely, Headquarters, [redacted] and Overseas. We have not checked with the DD/P and DD/I areas to determine whether they have need for a segregation of Project Personnel. It is suggested, however, that if such a segregation is necessary a separate schedule covering the essential information be furnished and Project Personnel be included in the basic geographic distribution.

25X1A

2. It has been developed that for security reasons certain field personnel are shown in the MPER report under Headquarters. Certain changes have been made recently to partially clear up this matter. For example, some SR Project Personnel were transferred from Headquarters [redacted] It has been observed, however, that certain other groups of personnel are being reported in Headquarters even though their official station is [redacted] Overseas. We are not fully cognizant of all of these but believe that our statistics should accurately reflect the location of the individuals and it is suggested that these be adjusted in the same manner as the recent SR adjustment mentioned above.

25X1A

25X1A

25X1A

3. In preparing various reports, the question of order of offices arises. Over the years the Comptroller's Office has used in certain reports an alphabetical order, in other reports a more or less arbitrary or accidental order for the first report with subsequent reports on a consistent basis, in still other reports the allotment account order was used. This causes considerable confusion, and several years ago it was decided to use the allotment account order exclusively. This decision was made about the time that OCD was changed to OOR. Unless there are some very compelling reasons, it would be appreciated if the order in which offices are listed in the MPER and the "Eyes Only" report could follow the same allotment account order. Because of the problems in machine operations, this allotment account order is not changed unless there is a major adjustment in organization, such as was the case when the Office of Communications and the Office of Training were transferred into the

~~SECRET~~

Processing stamp with fields for "Approved For Release", "Date", and "By". A large diagonal line is drawn across the stamp. A circled "C" is visible in the bottom right corner of the stamp area.

~~SECRET~~

DD/S area. Thus, if this one order was used, maximum consistency would be maintained in the presentation of reports, and reports from the Comptroller's Office and the Office of Personnel would be prepared in the same order. It might be added that many of the Office of Logistics' reports are now being prepared in this same order.



25X1A9a

E. R. SAUNDERS

25X1A9a BD/COMP/[redacted]/HAR/sms (18 May 1957)

Distribution:

- 0+2 - Addressee
- ✓ 1 - Signer
- 2 - Budget Division

A handwritten signature, possibly "E. R. Saunders", with an arrow pointing to the "1 - Signer" line in the distribution list.

~~CONFIDENTIAL~~

~~SECRET~~